

**June 2, 2008**

**Sincere Thank You**

The OSE would like to thank all agency liaisons and compliance officers for your efforts in ensuring that required Statement of Financial Interests (SFI) filers were aware of their obligation and the accompanying deadline. At the May 1 deadline, we had a 93% compliance rate, and over half of the filers completed the SFI online. Your cooperation in the effort was extremely valuable and no doubt contributed to such a high compliance rate. Thank you!

**New Advisory Opinion**

On May 29, 2008, the Citizen's Ethics Advisory Board met and decided on one new advisory opinion, summarized below. Click on the AO number to read the full text of the opinion.

[2008-3](#), Application of the Code of Ethics to Board Member-held CHEFA Bonds  
It does not constitute a violation of the Code of Ethics for a Connecticut Health and Educational Facilities Authority (CHEFA) board member to acquire or possess CHEFA-issued bonds when there is no use of office for financial gain present. Should the CHEFA board need to take action with regard to the bonds in question or the entities on whose behalf the bonds were issued, the member must, in the case of either a substantial or a potential conflict of interest, recuse himself and submit a written statement to his chairperson or the OSE describing the action and related conflict. Finally, it is permissible for CHEFA's own ethics policy to be more restrictive than the Code of Ethics; however, the Citizen's Ethics Advisory Board neither interprets nor enforces other agencies' ethics policies.

**Complaint Process**

Many recent questions have come in regarding the complaint process and related confidentiality provisions. The OSE has recently updated its "[Citizen's Guide to Filing a Complaint](#)" and I encourage you to share the link to the guide with your agency employees.

**Liaison Best Practices**

In the last communication, I solicited input from you regarding our services and outreach. It is our goal to better understand the nature of how our information is shared with agency personnel through you and how we can better meet your needs.

Your responses indicated a number of "best practice" uses for our available resources:

- Sharing information from these electronic communications via e-mail or on a bulletin board, agency-wide or targeted through agency managers
- Using the PowerPoint presentation to conduct trainings in your agency
- Directing agency personnel to our Web site for the plain-language guides and handouts
- Using pages 9 and 10 ("revolving door" provisions) of our guide for Public Officials when an agency employee is leaving the State
- Mandating that all employees or all new employees complete the online training
- Serving as the point person for legal questions asked by your agency personnel and keeping record of the OSE-supplied answers

- Scheduling in-person training for all agency personnel (in small agencies) or agency managers/procurement staff (in larger agencies) with OSE trainers
- Keeping your agency's own ethics policy up to date and on file with the OSE, in some cases asking for the OSE's review before the policy becomes "official"

Please let us know if you have additional suggestions!

As part of our commitment to offer you varied tools, we are planning on creating an updated training DVD on Part I of the Code of Ethics for public officials and state employees, which should be available in July and can be acquired at no charge upon request.

**Ethics Matters – 2008 Ethics Conference**

Save the date! *September 26, 2008* is Ethics Day in Connecticut. The day's programming will feature an afternoon conference with a plenary session specifically for ethics liaisons. Look for more details to follow this summer.

Best regards,

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